



2023 - 26

LEGISLATIVE SERVICES

Department Business Plan

Department Overview

Legislative Services supports City Council by managing all legislative matters and Council meetings. The department oversees municipal elections, municipal census, and the Freedom of Information and Protection of Privacy (FOIP) program. It also reviews policies, bylaws, contracts, and agreements to safeguard the organization's legal rights and ensure compliance with the City's legal and legislative requirements. The core function of Legislative Services is to guide open and transparent government that fosters trust and confidence in the decision-making process and allows for meaningful participation with an engaged public.



CITY OF
FORT SASKATCHEWAN

Last Updated: May 1, 2025



DEPARTMENT GOALS AND INITIATIVES

Focus Area: Insurance and Risk Management							
#	Department Initiative	Strategic Plan Goal Alignment	Funded	Upcoming	3-Year Forecast		
			2023 - 2026 Strategic Plan		Future Strategic Plan		
			2025	2026	2027	2028	2029
1.1	Review and revise the City's claims management processes and train City departments on the same	5					
1.2	Investigate the viability of the City self-insuring certain equipment and assets	5					
1.3	Obtain quotes from alternate insurance providers and review the viability of using specific insurance companies for specific lines of insurance	5					
1.4	Develop program to assist local non-profits organizations and community groups in managing and obtaining insurance	5					
1.5	Review City fleet safety training and equipment to enhance staff safety and help prevent and/or manage claims	5					
1.6	Working with the City's IT Department, develop and deploy a cyber security response protocol	5					

Focus Area: Records Management and FOIP							
#	Department Initiative	Strategic Plan Goal Alignment	Funded	Upcoming	3-Year Forecast		
			2023 - 2026 Strategic Plan		Future Strategic Plan		
			2025	2026	2027	2028	2029
2.1	Assess the current state of of City physical and electronic records to identify compliance with current program, as well as review the human, technological and, physical resource requirements of the City's records management program	5					
2.2	Develop a long-term strategy for the City's adoption of new electronic records management strategies	5					
2.3	Records Management FTE 1.0	5					
2.4	Update the City's Records Management Bylaw and develop an administrative Records Retention Schedule to address digital and physical records	5					
2.5	Assess the compatibility between Laserfiche and Microsoft 365/ SharePoint and assist in the rollout of the programs as solutions to organizational needs	5					
2.6	Train existing City staff on the City's Records Management Bylaw, Policies and systems, and create training materials for new employees	5					
2.7	Review the City's Access to Information and Protection of privacy Program to ensure compliance with new legislation and reflect best practices	5					



Focus Area: Elections and Census							
#	Department Initiative	Strategic Plan Goal Alignment	Funded	Upcoming	3-Year Forecast		
			2023 - 2026 Strategic Plan		Future Strategic Plan		
			2025	2026	2027	2028	2029
3.1	Review of key Council bylaws and policies before the end of current term (e.g. Boards and Committees Bylaw, Meeting Procedures Bylaw, Remuneration Policy)	5					
3.2	Conduct the Municipal Election and associated activities (e.g. candidate information session, Council orientation, etc.)						
3.3	Conduct the municipal census	5					

Focus Area: Operational							
#	Department Initiative	Strategic Plan Goal Alignment	Funded	Upcoming	3-Year Forecast		
			2023 - 2026 Strategic Plan		Future Strategic Plan		
			2025	2026	2027	2028	2029
4.1	Develop departmental operational needs assessment to gauge required staffing resources	5					
4.2	Apply for Municipal Intern Grant						
4.3	Legal Resource and Contract Coordinator 1.0 FTE	5					
4.4	One-time legal increases to prepare for union negotiations	5					
4.5	Review the City's legal templates to ensure they protect the interests of the City as a corporation, as well as consider municipal and industry best practices	5					
4.6	Ongoing Council education	5					
4.7	Develop a Whistleblower Policy	5					

Legend:

	Operational Initiative
	One-time Operating Initiative
	Capital Initiative

Strategic Plan Goals:

- 1 - Well-Planned Community and Resilient Economy
- 2 - Strategically Managed Infrastructure
- 3 - Welcoming, Compassionate and Active Community
- 4 - Environmental Stewardship
- 5 - Operational Excellence and Continuous Improvement

*Asterisk denotes a department initiative that is directly linked to a strategic initiative within the 2023 – 2026 Strategic Plan.

